



Return application to:  
 Seat Pleasant City Hall  
 6301 Addison Road  
 Seat Pleasant, Maryland 20743

**\*\*ALL APPLICANTS MUST RESIDE IN THE  
 CITY OF SEAT PLEASANT\*\***

**Please fill out the entire application.**

- Proof of citizenship and age
- (i.e. birth certificate)
- 2 Proofs of address (current within 30 days)
- Report Card (most recent)

**CITY OF SEAT PLEASANT**

**2018 SUMMER YOUTH TRAINING PROGRAM APPLICATION**

**PLEASE PRINT**

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_  
 (Street) (City) (State) (Zip)

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_M\_\_\_\_F

E-mail Address: \_\_\_\_\_ Cell #: \_\_\_\_\_ Home #: \_\_\_\_\_

Have you worked in the program before? \_\_\_\_Yes \_\_\_\_No \_\_\_\_

If yes, what year \_\_\_\_\_ Work site \_\_\_\_\_

Do you have any friends and/or relative employed by the City of Seat Pleasant?

Yes \_\_\_\_ No \_\_\_\_

If yes, list names, relationship, position and department:

| Name | Relationship | Department | Position |
|------|--------------|------------|----------|
|      |              |            |          |
|      |              |            |          |
|      |              |            |          |
|      |              |            |          |

**EDUCATIONAL BACKGROUND**

Name of School: \_\_\_\_\_

**\*APPLICATIONS MUST BE SUBMITTED BY MAY 1, 2018**

## WORK/VOLUNTEER EXPERIENCE

|   |   |  |
|---|---|--|
| Dates Employed (most recent position)<br>Start Date:                      End Date: | Full Time                      Part Time<br>If part time, #hrs worked/wk: | Title:   |
| Starting Salary:  | Organization Name and Address:  |  |
| Final Salary:   |   |  |
| Supervisor's Name, Title and<br>Phone #:  | Other Reference Name, Title and<br>Phone#:                                | Contact my current references:<br>____ At any time<br>____ Only if I am a finalist |
| Primary Duties  |   | Reason for Leaving:  |

|   |   |  |
|---|---|--|
| Dates Employed (most recent position)<br>Start Date:                      End Date: | Full Time                      Part Time<br>If part time, #hrs worked/wk: |  |
| Starting Salary:  | Organization Name and Address:  |  |
| Final Salary:   |   |  |
| Supervisor's Name, Title and<br>Phone #:  | Other Reference Name, Title and<br>Phone#:                                | Contact my current references:<br>____ At any time<br>____ Only if I am a finalist |
| Primary Duties  |   | Reason for Leaving:  |

|   |  |  |
|---|--|--|
| Dates Employed (most recent position)<br>Start Date:                      End Date: | ____ Full Time                      Part Time<br>If part time, #hrs worked/wk: | Title:   |
| Starting Salary:  | Organization Name and Address:   |  |
| Final Salary:   |  |  |
| Supervisor's Name, Title and<br>Phone #:  | Other Reference Name, Title and<br>Phone#:                                     | Contact my current references:<br>____ At any time<br>____ Only if I am a finalist |
| Primary Duties:   |  | Reason for Leaving:  |

Are you currently working?      Yes \_\_\_\_ No \_\_\_\_ If yes, where?

Do you have a driver's license?      Yes \_\_\_\_ No \_\_\_\_

Are you able to perform all of the functions of the position you seek with or without accommodations?      Yes \_\_\_\_ No \_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_ Yes \_\_\_\_ No If yes, explain:

**SKILLS:** Please list technical skills, trade skills, etc. relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency. (Basic, intermediate, expert.)

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**AFFILIATIONS:** What organizations or affiliations are you a part of (i.e. Honor Roll, Boys and Girls Club, Church organization, etc.)?

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#### **PERSONAL DECLARATIONS**

1. Within the last five years, have you been fired for any reason? Yes \_\_\_\_ No \_\_\_\_

If yes, explain:

\_\_\_\_\_

\_\_\_\_\_

2. Within the last five years have you quit a job after being notified that you would be fired? Yes \_\_\_\_ No \_\_\_\_

If yes, explain: \_\_\_\_\_

\_\_\_\_\_

**SKILLS:** Please list technical skills, trade skills, etc. relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency. (Basic, intermediate, expert.)

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**AFFILIATIONS:** What organizations or affiliations are you a part of (i.e. Honor Roll, Boys and Girls Club, Church organization, etc.)?

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**PERSONAL DECLARATIONS**

1. Within the last five years, have you been fired for any reason?      Yes      No

If yes, explain: \_\_\_\_\_

\_\_\_\_\_

2. Within the last five years have you quit a job after being notified that you would be fired?      \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, explain: \_\_\_\_\_

\_\_\_\_\_

**PLEASE READ CAREFULLY AND SIGN THAT YOU  
UNDERSTAND AND ACCEPT THIS INFORMATION.**

I certify that the information on this application and its supporting documents is accurate and complete. ***I understand and agree that failure to fully complete this form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered later.*** I authorize the City of Seat Pleasant to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. I understand that this document is *NOT* an offer of employment, and that an offer of employment, if tendered, does *NOT* constitute a contract for continued guaranteed employment. I further except the City of Seat Pleasant is an “at-will” employer and termination of employment may be terminated by either party for any lawful reason. I further understand that I am being hired on a temporary basis, and will only be paid for hours worked and are ineligible for benefits including paid time off.

A. UNDER THE IMMIGRATION CONTROL ACT OF 1986, AN EMPLOYER IS RE-REQUIRED TO HIRE ONLY U.S. CITIZENS AND LAWFULLY AUTHORIZED ALIEN WORKERS. APPLICANTS WHO ARE SELECTED FOR EMPLOYMENT WILL BE REQUIRED TO SHOW AND VERIFY AUTHORIZATION TO WORK IN THE UNITED STATES WITHIN BEFORE BEGINNING WORK.

B. I understand that I may be required to submit to job related examinations or skills testing. I also understand that if offered a position, I may be required to submit to a pre-employment examination that includes drug testing.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP) 2018 REQUIRED DOCUMENTS CHECKLIST**

In order to be placed in a summer job, you will need to bring certain documents along with your application. You must submit **ORIGINALS** of an item from the categories listed below. Two are needed for number 5. These items are needed to officially complete your application process so that you can be eligible for an SYEP job with the City of Seat Pleasant. Incomplete applications will not be considered.

1. Proof of Age

☐ Birth Certificate or

☐ Benefit Card or

☐ Current Maryland Driver/Non-Driver's License or

☐ Alien Registration Card or Valid U.S. Passport

2. Social Security Card

3. Work permit

4. Proof of Citizenship/Alien Status

☐ Valid U.S. Passport or

☐ U.S. Birth Certificate or

☐ Alien Registration Card or

☐ Certificate of Naturalization or

☐ Employment Registration Card

5. Proof of Address (Dated within the last 6 months)

☐ Home Utility Bill

☐ Current Lease or

☐ Official Mail from a Federal, State or City Agency

6. Report Card (Most Recent)

7. Two letters of Recommendation (One must be from a teacher or guidance counselor on SCHOOL LETTERHEAD)

*COMPLETE*  
APPLICATIONS  
MUST BE  
SUBMITTED BY  
*MAY 1, 2018*